

AN AASIS TRAINING GUIDE



Accounts Receivable Cash Receipts & Deposits

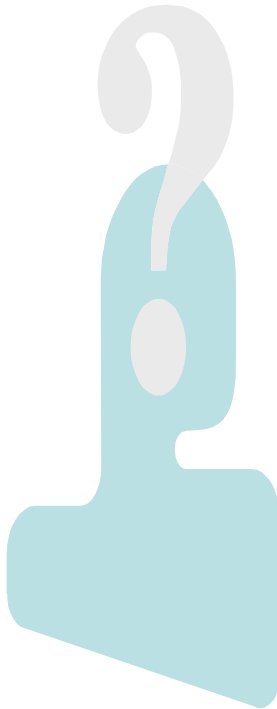
CHAPTER 1 AASIS OVERVIEW

ASC Course Code ARCRD

What You Must ALWAYS Remember When Posting Cash Receipts In AASIS...



Every Cash Receipt Posting Triggers Additional Postings That You WON'T See!!!





Topic 1-2: The AASIS Design



AASIS Is A Highly Complex Database Which Stores A **Variety** Of Important Financial Business Data In **Multiple** Tables.

These Table Structures Are **Linked** Together (Integrated), Enabling Agencies To Create:

- Accurate Financial **Reporting** Information (Statewide & Agency Specific)
- Accurate **Derivations** Of Accounting Information When Executing Daily Business Transactions





Topic 1-2: The AASIS Design

*As An AASIS Cash Receipts User, It Is **Critical** For You To Understand The Relationship Of Master Data To The Actions (Transactions) You Will Be Performing.*

YOUR CHOICES DETERMINE THE ACCURACY OF YOUR AGENCY'S FINANCIAL DATA!

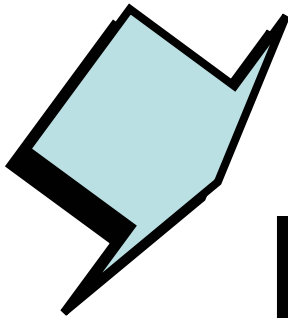




Topic 1-3: AASIS Master Data

The AASIS Master Data Elements MOST Important For You

- To **REMEMBER**
- To **UNDERSTAND**
- To **USE** CORRECTLY



1. BUSINESS AREA
2. COST CENTER
3. FUND/FUNDS CENTER
4. GENERAL LEDGER ACCOUNTS
5. CASH JOURNAL



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The **BUSINESS AREA** (BA) Is A Unique 4 Digit Number In AASIS That Identifies Your Agency's Financial Data.

SYSTEM USES FOR BUSINESS AREA MASTER DATA

- A **Required** Field In The Completion Of Business Transactions
 - A **System Edit** Within Some Transactions – Stops You From Finishing A Transaction Until You Input The 4 Digit Number And Press “Enter”
 - A Selection Criteria Enabling The Use Of Agency (BA) **Managerial Reporting Tools**
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Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The **COST CENTER** Is A Unique 6 Digit Number In AASIS That Collects Financial Data Based On The Physical Structure (Locations And/Or Divisions) Within An Agency. The Cost Center Is A Part Of The AASIS **Controlling Module**.

SYSTEM USES FOR COST CENTER MASTER DATA

- Creates **Derivations** Of Financial Data Within Business Transactions (REMEMBER THIS!)
 - Enables Management Personnel At ALL Hierarchical Levels To **Monitor** Agency Revenues And/Or Expenses
 - Integrates With Business Area **Fund/Funds Center** Information (REMEMBER THIS!)
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Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The **FUND** Is A 7 Digit Code Representing A “Pool” Of Money Owned By An Agency, Although Some Of The Money May NOT Be Available To Spend. (This Concept Is Similar To A Bank Account.)

The **FUNDS CENTER** Represents The Agency’s Legal Authority To Spend Money (Appropriation).

FUND AND FUNDS CENTER Are Located In The Funds Management Module.

SYSTEM USES FOR Fund/Funds Center MASTER DATA

- **Derives** From The Cost Center Entered By Users In Business Transactions (REMEMBER THIS!)
 - **Enables** Cash-Basis Reporting
 - **Prevents** Over Spending By Blocking The Completion Of Financial Transactions When Money Is Not Available
-
1. *The Funds Management Module Creates Budgetary Control To Validate Spending Authorization And To Enable Cash-Basis Reporting.*
 2. *Fund Is Also Used In The Accounts Receivable, Accounts Payable and General Ledger Modules To Determine The Amount Of Cash Available To Spend, Which Is Completely Unrelated To Budget.*



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The **GENERAL LEDGER** Is The STATEWIDE CHART OF ACCOUNTS, Commonly Referred To As GL Accounts.

SYSTEM USES FOR GENERAL LEDGER MASTER DATA

- Captures State And Agency Financial Postings Using **6 Primary Financial Categories** (CAFR –Reporting)
 - Contains The List Of **Individual Account Types** Used In Transactions To Record Your Agency’s Financial Data In AASIS
 - Contains Some Accounts Identified As **Reconciliation** Accounts.
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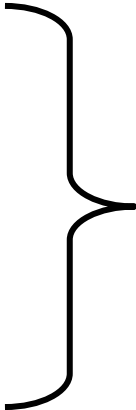


Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

GL Account Categories

- ASSETS
- LIABILITIES
- EQUITY
- REVENUE
- EXPENSE
- OTHER SOURCES



Each Of These Account
Categories Is Identified In
AASIS Through Account
NUMBER Assignments



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “GENERAL LEDGER ACCOUNT NUMBER ASSIGNMENTS”

- The GL Account Number Is A 10 Digit Number.
 - The GL Account **Category** Is Defined By The First Digit Of The Account Number.
-

Account Category

Account Number

ASSETS	—————→	1 #####
LIABILITIES	—————→	2 #####
EQUITY	—————→	3 #####
REVENUE	—————→	4 #####
EXPENSE	—————→	5 #####
OTHER SOURCES	—————→	6 #####



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “GL INDIVIDUAL ACCOUNT NUMBER ASSIGNMENTS”

- Each GL Account Category Contains Various **Individual Accounts**.
 - Individual Revenue Accounts Are Further Defined By The Second and Third Digit In The Account Number.
-

<u>Account Category</u>		<u>Individual Account Number</u>
ASSETS	—————>	1 #####
LIABILITIES	—————>	2 #####
EQUITY	—————>	3 #####
REVENUE	—————>	4 #####
EXPENSE	—————>	5 #####
OTHER SOURCES	—————>	6 #####



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

UNDERSTANDING THE **REVENUE GL ACCOUNTS**

Cash Receipts Will **Always** Post To A *Revenue GL Account*, An *Other Sources GL Account* or A *Customer Account*.

Revenue Accounts Are Further Defined By 3 Specific Types Of Revenue.

AR Revenue Accounts

Individual Account Number

GENERAL REVENUE



401#####

SPECIAL REVENUE



402#####

3% Fee

403#####

1.5% Fee

OTHER REVENUE



404#####

405#####

General Revenue accounts are comprised largely of tax collections. These accounts will ALWAYS be deposited to **FUND AGA0000**, **BUSINESS AREA 0610** and **COST CENTER 383359**. REMEMBER THIS!

Special Revenue are monies designated as Special revenue by the Legislature. These funds are receipted to the agency fund and then transferred daily to **FUND ASA0000** by the State Treasurer. At the end of each month Special Revenues are then distributed back to the agency fund at a reduced amount based on the corresponding fees. **402** accounts are charged a 3% fee and **403** accounts are charged a 1.5% fee.

Other Revenues identify other revenue sources including Federal Funds. These revenues are deposited to the Agency Fund and become available for use as soon as they have **cleared**.

Note: 'NBR' included in the GL description means the GL account is "Not Budget Relevant." Postings to these type accounts do not have any effect on budget controls.



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

UNDERSTANDING *THE REVENUE GL ACCOUNTS*

Cash Receipts Will **Always** Post To A *Revenue* GL Account
Or An *Other Sources* GL Account.

Other Sources Accounts Capture Refunds To Expenditures
And Inter/Intra Agency Transfers In.

Customer Account RECEIPTS Capture Customer Payments
(Partial or Full) Against An Open Invoice.

AR Other Sources Accounts

Account Number

OTHER SOURCES



6#####

AR Customer Accounts

Account Number

STANDARD CUSTOMER



6#####

STATE AGENCY CUSTOMER



998#####

DIS CUSTOMER



4#####



Topic 1-3: AASIS Master Data

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

A **CASH JOURNAL** Records And Maintains All Cash Receipts and Deposits For An Agency.

A Cash Journal Is Assigned To An **INDIVIDUAL ASSET GL ACCOUNT**.
Each Agency Will Have At Least **One** Cash Journal.

Each Cash Journal GL Account Number Is A **10** Digit Number.

The Cash Journal Account Number **Identifies** The Agency (Business Area).

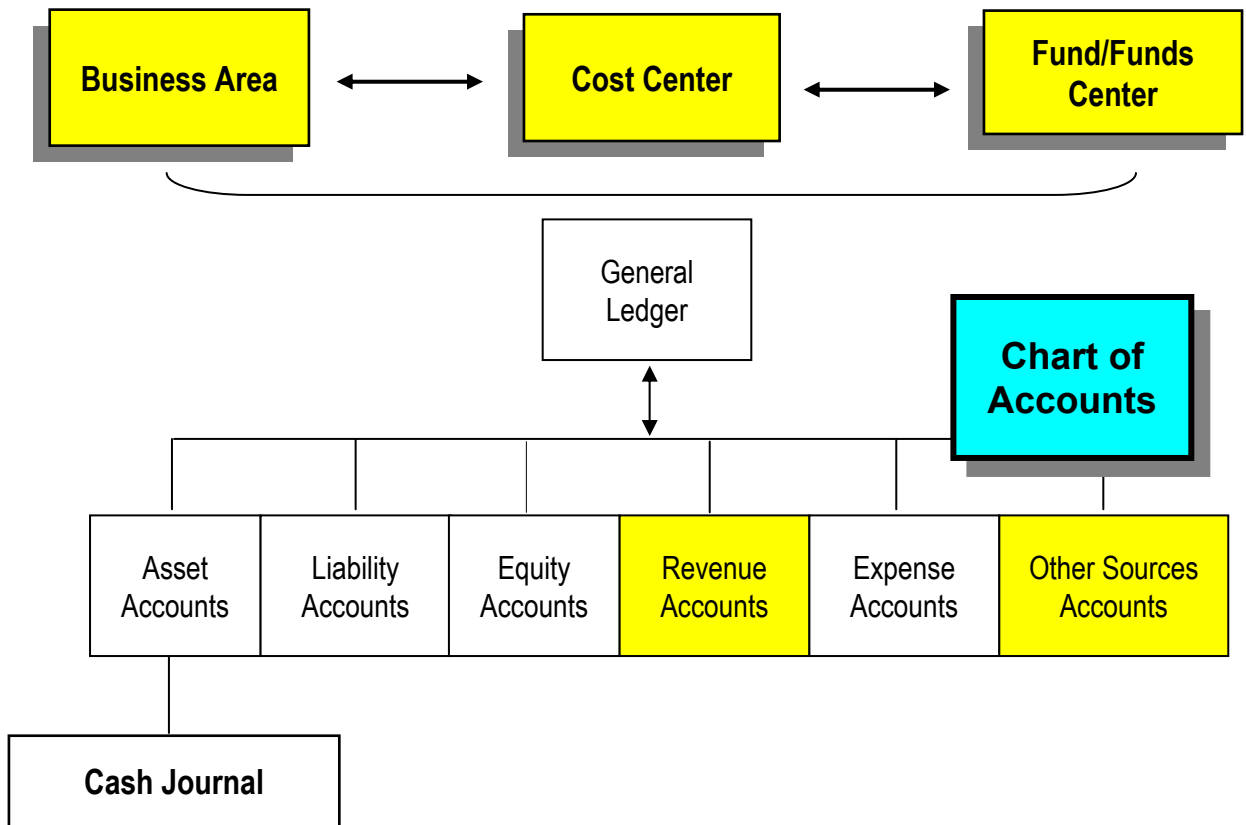
Cash Journal Account Number Assignment

100-0610-001

1. The First Digit Represents the ASSET GL Account Type.
 2. The Middle Digits (4-7) Identifies The Agency (Business Area).
 3. The Last 3 Digits Allow For Multiple Journal Assignments Within A Single Business Area.
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Topic 1-4: Review



Business Area – A unique 4 digit code used in AASIS to identify, store and retrieve an agency’s business financial data.

Cost Center – A unique 6 digit code used in AASIS to derive a business area’s financial data in AR transactions and to collect financial reporting data for a business area. The Cost Center is located in the AASIS Controlling Module.

Fund – A unique 7 digit code representing a “pool” of money owned by an agency, although some of the money may not be available to spend.

Funds Center – Represents the Agency’s Legal Authority to spend money (appropriation).

General Ledger – Comprised of 6 primary financial categories, this Chart of Accounts is used to capture Statewide and Business Area financial posting information.

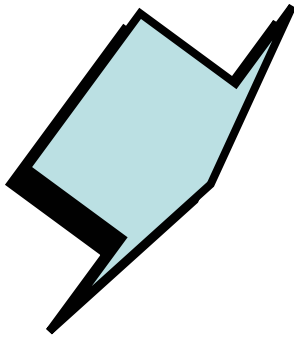
Cash Journal – Records and maintains all receipts/deposits for an agency.



Topic 1-5: AASIS Documents

UNDERSTANDING THE COMPONENTS OF AN AASIS *DOCUMENT*

Every Time You Park And/Or Post A Financial Business Transaction (Accounts Receivable And/Or Accounts Payable), AASIS Creates A Financial **Document**. An AASIS Document contains the following components:



1. Document Header
 2. Document Type
 3. Document Number
 4. Posting Keys
-



Topic 1-5: AASIS Documents

UNDERSTANDING THE COMPONENTS OF AN AASIS *DOCUMENT*

The **DOCUMENT HEADER** Section Contains Reference Data.

1. User Name
 2. Document Creation Date
 3. Posting Date
-

SYSTEM USES FOR DOCUMENT HEADER INFORMATION

- Identifies The Person(s) Who Performed The Business Transaction Steps Associated With The Document
 - Identifies The Document Creation Date, Providing A System Time Frame Between Creation (Parking) and Completion (Posting)
-



Topic 1-5: AASIS Documents

*UNDERSTANDING THE COMPONENTS OF AN AASIS **DOCUMENT***

DOCUMENT TYPES ...

1. Identifies The Financial Module For Which The Document Is Used
 2. Contains A Document Number Range Assignment
 3. Contains Additional Restrictions When Applicable
-

SYSTEM USES FOR DOCUMENT TYPE INFORMATION

- Enables Retrieval Of Detailed Transactional Data Per Module Area
 - Enables Supervisory Review Prior To Posting
 - Prevents Unauthorized Uses Of Some Document Types
-



Topic 1-5: AASIS Documents

*UNDERSTANDING THE COMPONENTS OF AN AASIS **DOCUMENT***

A **DOCUMENT NUMBER RANGE** Is Assigned To Each Document Type.

While Exceptions DO Apply, Generally Speaking Document Numbers Are 8 Digit Numbers.

SYSTEM USES FOR DOCUMENT NUMBER INFORMATION

- Enables Retrieval Of Detailed Transactional Data By Single And/Or Multiple Document Numbers
 - Enables Troubleshooting Solutions
-



Topic 1-5: AASIS Documents

*UNDERSTANDING THE COMPONENTS OF AN AASIS **DOCUMENT***

POSTING KEYS Are 2 Digit Numbers Used To Determine The Account Type (Customer\GL) And The Posting Type (Debit/Credit) For That Document.

The Document Detail Section Consists Of 2 Or More Lines Of **Debits** And **Credits** That **MUST** Balance To Zero Before A Document Can Post.

SYSTEM USES FOR POSTING KEY INFORMATION

- Restricts Account Selections (GL or Sub-ledger)
 - Defaults In Many Transactions
 - Required Transactional Field If Not Defaulted
 - Enables Troubleshooting Solutions
-



Topic 1-5: AASIS Documents

UNDERSTANDING **ADDITIONAL** POSTINGS

When A Document Posts To A General Ledger Account, AASIS Also Creates Additional Postings.

Additional Postings Facilitate Reporting By Fund And Cost Objects.

They Also Keep System Funds Balanced.

SYSTEM USES FOR ADDITIONAL POSTINGS

- **Creates A Controlling Document (When Applicable)**
 - **Creates Funds Management Document (When Applicable)**
 - **Creates Special Purpose Ledger Entries**
 - **Enables Troubleshooting Solutions**
-

AASIS DOCUMENTS

UNDERSTANDING **ADDITIONAL** POSTINGS

